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14 September 1960

MEMORANDUM FOR : Chief, Support Group, Covert Action Staff
VIA :
SUBJECT : Files and Records
REFERENCE : Memorandum to CA, from AC/CA, "CA
Records Program", undated.

1. This memorandum comments on the reference and its attached "Records Control Schedule". In particular, the restriction specified in ref. (b), para 1 - "we will be allowed an average of 4 cu. ft. or 2 file drawers per person" - if arbitrarily enforced, and applied without exception, will result in a considerable impairment of the effort. For this reason, an exception is requested in paragraph 4, below.

2. In the "Records Control Schedule", p. 39, Item 2 a. totals 53.5 cu. ft., or over 80% of our present total. It contains our picture file and a morgue of materials, part of which are our own recent productions (originals, negatives, file copies) and part of which is a collection of foreign and communist materials in our field. Our picture file, (2,a.,1-2) totaling 16.5 cu. ft., has been built up over nine years, and is an important working tool. Any curtailment will only be at the expense of our future finished product. The morgue, (2,a.,3), can be reduced somewhat. My best estimate is that a total of 25 cu. ft. can be achieved, saving 12 cu. ft. - although I can already hear the cries from RI when they receive some of our bulky over-size packages (3 feet by 4 feet) for fragile storage. Actually, insistence that our map safes be figured in the total has caused the problem. Example: 5 drawers of a map safe housing fragile art materials have not been counted. I propose that locked, or unlocked, the safe will take up the same space in the new building.

3. Our administrative and other files can probably be reduced from its present total of 6.8 cu. ft. to 5 cu. ft.

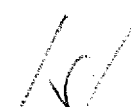
4. In total, our present 60.3 cu. ft. can probably be brought to 46.5 cu. ft. by 1 March 1961. This figures nearly 8 cu. ft. per person,

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or double what we are told we may be allowed. Unless an exception can be granted, a further reduction will sharply reduce our effectiveness, eliminating a percentage of support to operating divisions, training programs and other CA Staff components.


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